

6 New, Open and Delete Functions

6.1 Introduction to the New, Open and Delete Functions

Whenever you open a Metrics Administration function, the first thing you must do is select either **New** or **Open**. For information on selecting these options, see [Section 5.3 Menu Bar](#) and [Section 5.4 Tool Bar](#). The remainder of this chapter contains a general explanation of these options, as well as the delete procedure. For information specific to a Metrics Administration function, see the chapter in this guide devoted to that function. For example, to find out about how to open an existing Organizations record, see the *Organizations* chapter.

Note: Selecting **Open** allows you to display and edit a record that was previously stored, whereas selecting **New** allows you to create a new record.

6.2 Inserting a New Record



Insert Icon

To add (insert) a new record, click the **Insert** icon or select **File: New**. The system prepares the screen for you to begin entering the requested information.

6.3 Searching for an Existing Record

If you want to work with (view, edit or delete) an existing record, you must display that record. To find and select the record you want to display (open):



Search Icon

1. Click the **Search** icon or select **File: Open**. When you do this, a Search window, **similar to the sample shown in Figure 6-1**, pops up on your monitor. (Note: Each function has its own Search window tailored to its specific needs.)

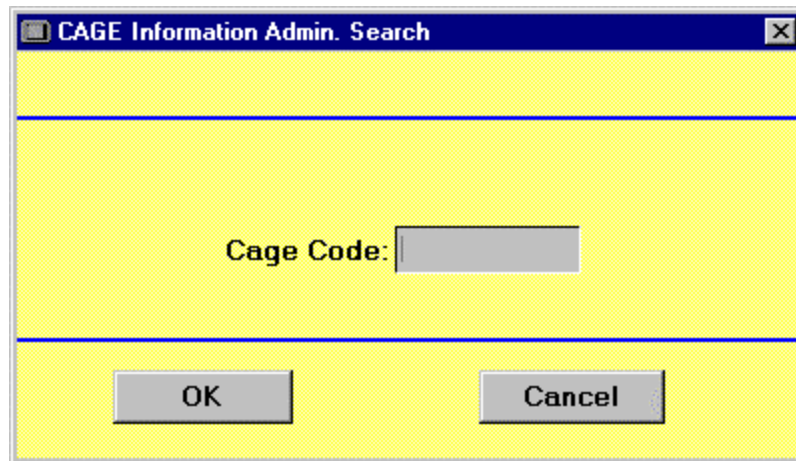


Figure 6-1 Sample Search Window

2. Specify the information for the search.
3. Click **OK**.

Note: You *must* press **Tab** or **Enter** as a signal to your computer that the information was entered; otherwise, the search *will not* work.

After you enter the information you want to find and click **OK**, one of the following things will happen.

- No records will be found that match the information you entered. If this happens, a message window **similar to the one in Figure 6-2** pops up on your monitor. Click **OK** to close the Message window. You can then choose to search for a record again (**Open**), add a record (**New**), go to another Metrics function or exit the Metrics application.

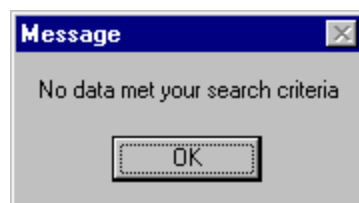


Figure 6-2 No Data Found Pop-Up Message

- The record will be found that matches the information you entered. If this happens, the Metrics application automatically displays the record on your monitorwindow.

Note: You can close the Search pop-up window or the Search Results window at any time by clicking the **Cancel** button. This returns the original screen from which you may choose another option or exit the Metrics application.

6.4 Deleting an Existing Record

If you want to delete an existing record, you must first display it using the Search procedure (Section Figure 6-3). Once the record you want to delete is displayed:



1. Click the **Delete** icon or select **Edit: Delete**. A message (Figure 6-3) pops up asking you to confirm your deletion request.

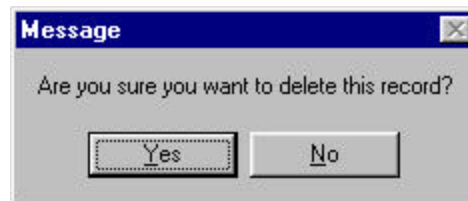


Figure 6-3 Delete Confirmation Window

2. Click **Yes** to delete. The system checks to see if any information you want to delete is "undeletable." If the record can be deleted, a message box informs you that it was successfully deleted (Figure 6-4).



Figure 6-4 Sample Delete Successful Message

Note: If it cannot be deleted, a different message appears such as the one shown in Figure 6-5.

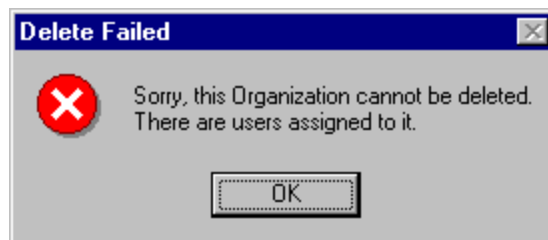


Figure 6-5 Sample Delete Unsuccessful Message

3. Click **OK** to close the message box.